

PROCEDURE FOR REMOVING CHILDREN

- 1) Discuss with supervisor. The decision to remove a child should not be done individually. To contact on-call supervisor after hours call 595-7922. ***Social worker confirms with supervisor that TDM will occur***
- 2) Contact police in jurisdiction where incident occurred. If out of county/state, use child's residence. DO NOT remove non-dependent children without police.
- 3) Tell child about what you are doing and why. Have parents sign emergency medical consent form (CS27) and Emergency Assistance Application (Red Form-first page of intake packet #EA1). Ask about Native American heritage. Try to pack some of the child's clothes.
- 3.1) Get as much information as possible. Make copies (from originals) of Drivers license, birth certificates, social security cards. (This information will be important for court investigators to offer services). Ask parents and children about alternative placement options. ***Social worker informs parent/guardian about TDM (fact sheet). Social worker asks parent/guardian and child if appropriate for names/contact information for attendance***
- 4) Get JCR from police officer and **make sure the date and time are correct.**
- 5) **Before 5 PM** call or page Rose Kessler (Shelter care counselor coordinator) to notify her that a child is being taken into custody and a home will be required for their care. (Ph #802-7643 Pager #377-7571). If you do not hear from her within 15 minutes **OR if it is after 5 PM** call the Receiving Home central office (573-2560) they will assist in finding a home. If child is 12 or older they will be placed in Receiving Home located behind San Mateo County General Hospital. If the child is under 12 years old they will be placed in one of the available shelter homes.
- 6) All children being detained in out of home placement must have a medical exam done at San Mateo County General Hospital prior to placement. Call the San Mateo County General Hospital to inform them that you are bringing in a child. Call Pediatrics if before 4:00 PM (573-3434). Call the Emergency room if after 4:00 PM (573-2671).
- 6.1) If child is under 12 and the allegation is ONLY neglect, the nurse at the hospital will do a CHAMP check. If allegation is physical abuse then **MD must examine the child** (even if it is after 4:00 PM) and document the injuries. If allegation is sexual abuse, call **Keller Center Ph# 573-2623 Pager # 524-8072** to schedule an interview/exam. Keller Center medical staff can perform medical exam prior to 4:00 PM. **Be sure to get a copy of the medical report.**
- 6.2) If child is 12 years or older and the allegation is ONLY neglect, the **nurse at the Receiving Home** can perform a CHAMP check. If allegation is physical abuse, then **MD must see and document the injuries**. If allegation is sexual abuse, call **Keller Center Ph# 573-2623 Pager# 524-8072** to schedule an interview/exam. Keller Center medical staff can perform medical exam prior to 4:00 PM. **Be sure to get a copy of the medical report.**
- 7) If child is 12 or older, transport child to the Receiving Home (behind General Hospital). Complete and turn in to a staff member a copy of the Receiving Home face sheet form (be sure to include visitation and phone contact information), shelter care admissions form (CS137), medical consent form and medical exam findings.
- 7.1) If child is under 12, transport to shelter home. Complete Shelter Care Admissions form (CS137) and give second copy to the shelter home foster parent as well as a copy of the Medical Consent form.

- 7.2) Original CS137 stays in case file and 3rd copy goes to the Receiving Home central office. If child was placed in Receiving Home (Pony #HSA311). Send additional copy of CS137 AND copy of medical release AND completed CS57 to Receiving Home counselor coordinator (**Rose Kessler 802-7643, Pony # HSA202CW**). ***Social worker (including night and weekend worker) calls facilitator to inform of removal; leave voice mail if not there. Social worker (including night and weekend worker if possible) faxes TDM referral form to facilitator (including names and contact information for family friends/support, etc.) Social worker confirms with supervisor that TDM will occur.***
- 8) Notify Court Officer's Unit when you decide to file a petition either by:
- a) Sign up on petition list at Harbor Blvd **OR**
 - b) Call a Court Officer/Court Officer Supervisor to sign you up. If you leave a message, BE SURE to get a confirmation call back from the Court Officer.
- David – 595-7652 pager: 301-6479 Nancy – 595-7650 pager: 377-6066
Freda - 595-7678 pager: 377-6813 Claudia – 595-7944 pager: 301-6499
- c) If no response to your phone message within 15 minutes, call the beeper number. You must talk with someone. You can always call **595-7922** and ask the clerk to locate the Court Officer in the building. **BE SURE THEY KNOW ABOUT THE PETITION!**
 - d) Do not call your petition in to the Court Clerk's office yourself! The Court Officer must do that.
 - e) **Also inform Court Officer about the need for a translator for the parties in the case.**
- 9) Be sure to interview the parents, get medical consent and Emergency Assistance Application signed if you haven't done so already, and ask if they want an attorney. **Inform them of the court date and time. If you cannot tell the parents in person or reach them by phone to inform them of the court date, send a telegram** (found on CWS/CMS – a clerk can assist you).
- Ask them to sign Release of Information (CS63).
 - Remember to get as much ID information (birth certificates, social security cards, driver's license) as possible. Copies of important documents will be necessary to provide comprehensive services. Social worker must perform the copies personally to ensure the use of legitimate documents.
- 10) Complete Petition and Detention Worksheet (CS37) and give it or Fax it to Court Officer Unit (**Fax # 595-7518**). CS37 can be submitted to Court Officer prior to draft of Detention Memo, in order to allow Court Office time to start working on the petition and to call the case in to the Court Calendar Desk.
- 11) Call (**312-5396**) or Fax the Private Defenders' Office (**655-6221**) 24 hours before the hearing to request an attorney for all children and for parents who are notified of the hearing, who request an attorney, AND who say they will be at the Detention Hearing.
- Request an attorney for institutionalized or incarcerated parents whether or not they are coming to the hearing.
 - You may request an attorney by leaving a message on the Private Defenders' Office voice mail with parents' and children's names, birthdates of the children, if the children have been dependents before, who will be at the hearing, date and time of the hearing, and your name and phone number.
- 12) If interpreters are needed, call Interpreter Services for the Superior Court. (**363-4780**).
- 13) Do detention memo. Send/Fax (**Fax# 595-7518**) a rough draft of the detention memo (after supervisor has read first draft and made necessary corrections) to the Court Officer along with the petition

and detention worksheet, if you haven't done so already, in order for the Court Officer to write the petition. **Court Officers must receive a rough draft (which can be limited to "reason for hearing") of detention memo and petition and detention worksheet at least 4 hours prior to time petition is due to be filed with court.** Subsequently, if you get more important information or there are significant changes to your original information about the precipitating incident, BE SURE TO NOTIFY THE COURT OFFICER by faxing your updated detention memo or by calling the Court Officer.

- All petitions must be filed 48 hours after the child is brought into custody, excluding holidays and weekends.
- **Court Officers will supply petition number;** call them and ask for one.

IMPORTANT: YOU CANNOT BE IN CWS/CMS CASE AT THE SAME TIME AS THE COURT OFFICER IS COMPLETING THE PETITION because work will not be able to be saved. Check with Court Officer if you must work your CMS case after you have sent the CS37 to the Court Officer Unit.

Social worker attends TDM and participates in discussion. May or may not occur at this juncture in the process

- 14) When a petition is completed by the Court Officer in CWS/CMS, the Court Officer will notify the social worker and the social worker can print the final copy of the petition in their regional office. Proofread draft of petition from Court Officer – sign and get supervisor to initial.

NOTE: Petitions can be created in CWS/CMS for one child whether the matter is in a "referral" or "case" mode. However, to do a petition for siblings in CWS/CMS, the matter MUST be in a "case" mode. If the petition cannot be done in CWS/CMS, it will be done using the backup software, in which case you must go to Belmont to sign the original petition.

- 15) Have supervisor approve detention memo and sign it. Depending on time stated on JCR, everything has to be in at Belmont no later than 3 PM, and they will bring it to Court by 4 PM.
- 16) Return the original signed copies of the petition, detention memo, and Affidavit of Notification of Detention Hearing to CLERK who typed Affidavit (in Belmont). **All forms are to be brought to the Belmont office at least one hour prior to the Court run.** Give documents to the clerical pool who will photocopy and collate packets for the Court, all attorneys, the Court Officer, etc.
 - **SIGN ALL COURT DOCUMENTS with BLUE INK!**
 - **Court runs are twice a day, at 10:30 AM and 3:15 PM.** If Court runs are missed, the social worker must personally take the documents to Court.
- 17) Arrange transportation for parents to attend detention hearing, if necessary. Contact Judy Richardson, Lead Transportation Officer (TO) (595-7557 for parties not in jail fax: 802-5009) and fill out Transportation Request form (CS49). Call Sheriff's transportation department (363-4544) for parties in jail.
- 18) Detention hearings are held: Monday, Tuesday, Wednesday, and Thursday @ 2:00 PM and Friday @ 11:00 AM.
- 19) Attempt (or continue to) contact absent parent. Document your efforts including the use of absent parent search personnel. Send absent parent search request form (not a cs form) to Esther Munoz 802-7694 fax: 802-5001.
- 20) If there are relatives to consider for detainment of children, complete request for DOJ, Child Abuse Index (CAI), and Criminal History check (**form # CS264**). Fax completed for to Lil Garcia-Siddal (**fax# 594-2878**) located in Bldg A 260 Harbor, ph: **595-7583, or call DOJ directly at (916) 227-3244.**
- 21) Complete child's placement sheet (CS112). Fax copy of CS112 to your local CWS specialist (**Karen Green ph: 599-5912 or 363-4196 fax: 364-5684**).

- 22) Complete Intake Removal Packet. Your local CWS specialist will complete the first four forms (SOC158), (MC-250), (FC-2), and (SAWS-1) on CWS/CMS. He or she will then send the forms to ER staff for their signature. All other forms in Intake Removal Packet must be completed by ER staff in conjunction with available parents who must sign a few of the forms. **All these forms must be done for each child being detained.** Once completed send to **Eileen Bruins, pony# HSA147FC or call her with questions 599-3806.**
- 23) Complete Placement History form (SOC153) and place in file.
- 24) Refer all children that are taken into custody (i.e. **out of home placement after detention hearing**) for a Mental Health Screening (**Form Name: “Mental Health Screening Tool 0-5 (yellow) 5 to adult (purple) AND copy of Medical Release form**). Send forms to **Rebecca Arredondo, pony # MLH308CW, ph# 655-6262, fax: 573-1046.**
- 25) Arrange and supervise at least one visit for child and appropriate family member before transferring case.
- 26) Complete and sign Transfer Summary (detention memo copied and pasted onto renamed investigative narrative), substantiate findings, and complete client disposition. Give case to supervisor for approval in order for supervisor to change CMS Referral into case.